



**NORTH YORKSHIRE POLICE, FIRE AND CRIME COMMISSIONER**

**NORTH YORKSHIRE FIRE AND RESCUE SERVICE**

**Independent Audit Committee**

**Meeting:** Joint Independent Audit Committee  
**Time and date:** Tuesday 16<sup>th</sup> March 2021, 11:00 – 13:00  
**Location:** Via Microsoft Teams  
**Chair:** Asim Ashraf (AA)

**Attendees:**

<b>Name</b>	<b>Role</b>
John Foster (JF)	Deputy Chief Fire Officer
Michael Porter (MP)	PFCC's Chief Finance Officer
Ray Ward (RW)	Managing Director enableNY
Stephen Fox (SF)	Independent Member
Becky Horrocks (BH)	Independent Member
Andrew McHutchon (AM)	Independent Member
David O'Brien (DO)	Independent Member
Stuart Cutts (SC)	Veritau
David Holmes (DH)	Veritau
Clare Godfrey (CG)	Head of Finance (NYFRS)
Gavin Barker (GB)	Mazars
Abi Medic (AM)	Mazars
Shain Yapp (SY)	Personal Assistant Executive Support for the Chief Officer Team

**Apologies:**

<b>Name</b>	<b>Role</b>
	N/A

**Items and Decisions:**

<b>No.</b>	<b>Discussion</b>	<b>Outcome / Decision</b>
1.	<p><b><u>Attendance and Apologies</u></b> It was noted a quorum of the Committee was present.</p>	Noted
2.	<p><b><u>Declaration of Interest</u></b> There were no declarations of interest.</p>	For information
3.	<p><b><u>Minutes of the previous meeting</u></b> The minutes of the previous meeting were approved.</p>	
4.	<p><b><u>Actions of the previous meeting</u></b> The Chair advised that training for the members requires to be individualised and he will pick this up in due course and progress by November 2021.</p>	
5.	<p><b><u>Internal Audit progress Report(s)</u></b> SC opened to the committee the 2021/22 Internal Audit plan, advising that he had engaged with MP and the enableNY leadership to cover all the areas on the list. RWs updated the committee sharing that a significant number of the areas are part of the transition from NYFRS to enableNY. As enableNY is currently out to staff consultation and impacting over 400 staff not everything is completely aligned yet. The consultation process should be finished by the end of March meaning the structure will then be equipped and ready to implement by mid to late summer. SC and MP assured the committee if further resources, finances or additional time were required they would be considered and support given where required.  The Committee approved the plan to move forward.</p> <ul style="list-style-type: none"> <li>• 20/21 Internal Audit Progress Report. DH provided a brief overview of the progress report. No questions were raised.</li> <li>• Procurement SC shared the reasons for this forward-looking piece of work. AA asked if there could be a risk of bribery and corruption and would like some clarity at the next</li> </ul>	

No.	Discussion	Outcome / Decision
	<p>meeting on the findings. SC agreed to provide a follow-up and agreed it would be covered in the scope of the next review.</p> <p>MP shared with the committee that he requested the Procurement Audit be carried out because he was conscious that only a small number of signoffs were coming to him. He felt there was a need to check that the right process were in place and correct procedures were being carried out and managed compliantly.</p> <p>The Chair requested a meeting with the internal auditors prior to the next meeting</p> <ul style="list-style-type: none"> <li>• Control Room No questions were raised and the report was taken as read.</li> <li>• ICT Infrastructure Questions were raised which SC is going to seek further guidance on and respond to the chair in due course.</li> <li>• Risk Management No questions were raised and the report was taken as read.</li> </ul>	<b>Action 11</b>
6.	<p><b>External Audit progress report</b> External Audit</p> <ul style="list-style-type: none"> <li>• GB provided a compressive overview of the Progress Report No further comments were raised.</li> <li>• Annual Audit Letter The highlights of the Annual Audit Letter which concludes the 19/20 process were discussed.</li> <li>• Audit Strategy Memorandum 20/21 Timelines and the planning for completion dates in September 2021 were shared.</li> </ul>	
7.	<p><b><u>Tactical leadership Team</u></b></p> <p><b><u>Information Governance Performance Indicators</u></b> JP shared with the committee that a series of Risk Management Workshops, provided by an external company have been held for the SLT and TLT. Key points were highlighted that were beneficial and will help align how the current and future risks are captured. Input will now permit key individuals from both the Senior Leadship Team and Tactical Leadership Team to come together and decide ownership of risks and how they are captured on the new risk register and distributed.</p>	

No.	Discussion	Outcome / Decision
	<p>Further details will be shared at the next audit meeting.</p> <p><b><u>Corporate Risk Management</u></b></p> <p>HMICFRS Outcome report will be circulated after the meeting.</p>	
8.	<p><b><u>Previous Annual Governance Statement Actions update</u></b></p> <p>MP assured the committee that the work on the last AGS actions was on track and he was confident everything was on track.</p>	
9.	<p><b><u>IAC Forward Planner</u></b></p> <p>Chair to consider adding additional dates to the planner.</p>	
10.	<p><b><u>AOB</u></b></p> <p>MP shared with the members that an opening for new members had become vacant for the Joint Independent Audit Committee and if anyone was interested to contact him.</p>	
11.	<p><b><u>Dates of future meetings</u></b></p> <p>21<sup>st</sup> September 2021  14<sup>th</sup> December 2021  15<sup>th</sup> March 2022</p>	

**Actions Agreed:**

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
10c	Members to meet and discuss training opportunities.  SY to set up a Teams meeting for the above by early November.  Carried over for Asim to discuss individuals training with the members	AA	23.09.2020	15.12.2020  November 2021	
11	To discuss the findings of the Procurement Audit in detail prior to the next audit meeting.	AA/SC	16.03.2021	22.06.21	

The next meeting of the IAC will take place at 11:00 on 22<sup>nd</sup> July 2021 remotely via Microsoft Teams.